

## **PART I –PROJECT DEVELOPMENT PROCEDURES**

### **CHAPTER 1**

#### **OVERVIEW**

##### **1.1 Introduction**

The District of Columbia – Department of Transportation (DDOT) Office Manual for Design and Engineering presents the Department's procedures and standards for preparing project construction documents. The primary purpose of the manual is to enable the District's engineers, consultants, and private developers to efficiently and effectively develop projects that meet the District's policies and standards. The project development standards are written primarily for DDOT projects.

The DDOT Design and Engineering Manual is comprised of two parts: PART I – Project Development Procedures and PART II - Policy and Standards (hereinafter called "manual" or "standards"). This manual defines the policies, procedures, and requirements for the benefit of all parties, in order to develop and construct safe, efficient, and easily maintained projects. Therefore, it is the objective of this manual to:

- Ensure that public safety is maintained at all times and that public inconvenience is minimized to the extent possible.
- Maintain public lands and rights-of-way for pedestrian and vehicular use.
- Protect the District's infrastructure investment by establishing standard design, materials, construction and repair criteria for public improvements.
- Assure that the District can continue to fairly and responsibly protect the public's health, safety, welfare, and environment.
- Preserve the limited physical capacity of the public rights-of-way.
- Protect private property from damages that could occur as a result of construction and repair of public improvements.

The Program Manager, in the Infrastructure Project Management Administration, (IPMA) provides oversight for all phases of the infrastructure improvement projects within the wards in which each is responsible.

##### **1.2 Authority and Applicability**

The manual will be the main source of information and guidance for proposed projects for construction in the District. These standards (including revisions and amendments) will apply to all proposed construction in public space. This Manual also augments the latest edition of the DDOT **Standard Specifications for Highways and Structures**.

### **1.3 Definitions**

Refer to the Appendices at the end of this manual for a list of definitions.

### **1.4 Future Changes and Revisions**

These standards may be periodically updated as necessary to provide additional clarity or to reflect changes generally recognized as best practice in the appropriate professional and trade industries. The Office of the Chief Transportation Engineer will be responsible for amendments and revisions.

#### **1.4.1 Policy Revisions**

Policy revisions may be made by an act of the Director for the Department of Transportation or the Chief Transportation Engineer for the Infrastructure Project Management Administration except the regulations and legal provisions adopted by an act of law.

#### **1.4.2 Technical Revisions**

Technical revisions and corrections to these DDOT Standards shall be made in accordance with good engineering standards and practice. Technical Revisions require the approval of the Chief Transportation Engineer. If Technical Revisions are deemed necessary, the revisions may occur through one of two processes.

##### **1.4.2.1 Normal Technical Revision Process**

The normal process occurs during a planned periodic revision. All Technical Revisions shall be made to these standards as determined necessary.

##### **1.4.2.2 Accelerated Technical Revision Process**

The accelerated process may occur in a shorter amount of time when it is determined that an immediate revision is necessary.

### **1.5 Governing Standards**

Governing standards clarify the issue of interpretation and application with regard to provisions within the DDOT standards. Whenever a provision of these standards or any provision in any law, ordinance, resolution, rule, or regulation of any kind contains any restrictions covering any of the same subject matter, the standards that are more restrictive or impose higher standards or requirements shall govern.

## **1.6 Design Exceptions**

### **1.6.1 Project Design Exceptions**

Design Exceptions shall be submitted via letter to the Federal Highway Administration (FHWA) D.C. Division Office when substandard features or design exceptions exist on the project. The design exception letter must discuss the AASHTO Green Book standard that applies, what it would cost to attain the full standard and a discussion of the effect that the substandard design is anticipated to have upon safety in the future. When possible, the Program Manager should avoid design exceptions. The Program Managers/Project Manager will discuss the need of design exceptions with the Chief Transportation Engineer before a letter is sent to the FHWA. All design exceptions should be identified as a part of the preliminary design review and approved prior to the final design review. The Project Manager should discuss the design exception requests with FHWA to determine necessary approvals and possibility of project delays.

The FHWA should receive an invitation to the preliminary design review meeting when a design exception is anticipated on a Federal aid project. A list of design exceptions can be found in Part II – Policy and Standards, of this manual.

NOTE: Design exceptions apply to federal aid projects only.

### **1.6.2 FHWA Approval**

For projects with Federal aid, a formal submittal for exceptions to design standards must be submitted to FHWA for approval prior to the 65% design review. The submittal must include justification for design exceptions and mitigation measures where field conditions, lack of ROW, etc., require the construction of facilities, which do not meet minimum standards.

### **1.6.3 Substandard Design Features**

The Project Manager shall identify substandard design features along with the rationale for the exception (mitigation measures, accident data, and cost analysis for any sub-standard feature must be explained) on the Project Design Exceptions Form.